



ALUMNI AFFAIRS POLICY

Responsible Officer	The Programme Director, CIB, MICP		
Contact Officer	Student Affairs alumni@micp.edu.my		
Version	Authorization by	Approval Date	Effective Date
1.0	The CEO, PIDC	25 th November 2024	-
1.1	The CEO, MICP	April 2026	April 2026

SCOPE

This policy shall serve as a guideline for all matters concerning MICP Alumni.

POLICY

1. All graduates of MICP are alumni of MICP. At the time of graduation, the student shall pay an alumni membership fee as set by the MICP Alumni Committee and reviewed annually. MICP office will only help in collection of the fee from graduating students.
2. All members of the MICP alumni are required to keep their contact details (Address, email, contact number) updated with the MICP office through email communications (alumni@micp.edu.my) only.
3. MICP alumni member's requests for academic results, bonafide certificates, any kind of duplicate document shall only be processed if the request is made via formal email communication addressed to alumni@micp.edu.my.

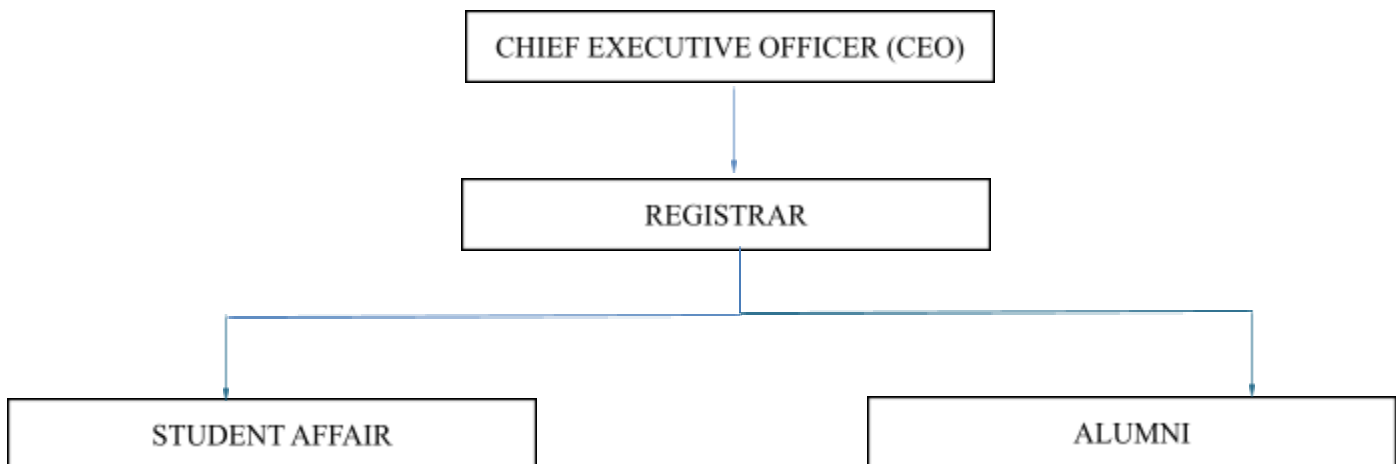
PROCEDURE

1. Lost Document (e.g. statement of marks, degree scroll).
 - a. Step 1- File police report
 - b. Step 2- Make payment to VIS Professional Portfolio Sdn. Bhd. of RM200.00 per sheet. (Affin Bank a/c no: 106230003328)
 - c. Step 3 – Write a request letter addressed to Programme Director for duplicate mark sheet.



- d. Email the copy of documents from step 1-3 to alumni@micp.edu.my.
2. Request for any kind of new document:
 - a. Step 1- Prepare a request letter addressed to the Programme Director clearly stating the document required and the purpose.
 - b. Step 2- Email the signed copy of the request letter to alumni@micp.edu.my
3. PTPTN loan conversion
 - a. Compile copies of mark sheets yr1 – yr2, academic result (transcript), degree certificate and submit to the Programme Director's secretary for attestation.
 - b. Send the compiled documents to MICP via snail mail.

ORGANISATIONAL CHART DEPARTMENT OF STUDENTS AFFAIRS



REVIEW



This policy will be reviewed periodically and revised as necessary.

APPROVALS

History

Version	Authorized by	Approval Date	Effective Date	Sections modified
1.0	The CEO, PIDC	25 th Nov 2024	-	--
1.1	The CEO, MICP	April 2026	April 2026	College Name and Logo